

# Connecticut History Day Registration Guide for Students

All participants in the upcoming contest season must register through the new National History Day Registration System. Each Regional Contest will have a separate registration form. To find the correct Registration Form, go to the specific Regional Contest page of the CHD website – <http://www.historydayct.org/regional-contests.html>. **Teachers must register first before students can register.**

## Note About System Emails

In the new registration system, users will need to accept emails from zfacts.com in order to receive the system's automatic and/or admin-generated email messages. If students or teachers are using school email addresses, your teacher may need to check with their IT departments to make sure you can receive outside messages. Your teacher may also request that emails coming from the NHD registration system be approved to be received, or "white listed." If you have questions on this, please contact your Regional Coordinator.

## Student Registration and Entry Creation

- To start, students will click on the link for the appropriate Regional Contest which will take you to the correct Registration form.
- To begin registration: Under the Create Account heading, students will enter their name and email address and click the "Create Account" button.
- When asked for registrant type, select student Select Students when asked for registrant type (student, teacher, judge, volunteer, staff).
- Students will then complete personal contact information: address, city, zip, phone number, parent email address, gender, and will create a password.
- Click "Save and Continue" button.
- This will take students to the page where they will enter information about their entry. **Important:** If you belong to a group it is very important to communicate with your group members as to who will create the entry.
  - The first student in a group will create the entry during the registration process. Once that student is registered they will give their fellow group members the "team key." *Note: The team key will appear on the student's registration confirmation page at the very end of the registration process. The team key can also be found within the student's profile.* The "team key" will be a string of letters and numbers provided by the Registration System.
  - The rest of the group member(s) will create a student account and will enter the "team key" for their entry. This will bring up the title and description for their entry that was filled out by the group member who created the entry.
- Students are then prompted to enter school, teacher, and grade information.
- Once information is confirmed, students will be taken to a page where they, along with their parents/guardians, will agree to NHD permissions and waivers.

- Students will then enter payment information for any contest fees. Registration is complete only once all fees have been paid.
- **PAPER STUDENTS:** All papers will be uploaded through the Registration System this year by the due date for your Regional Contest. Please do not mail in hard copies of your paper.

### **Submitting Fee Payment & Purchasing Items**

Each student must pay the \$10 registration fee in order to participate in a Regional Contest. **This includes team members who cannot attend the Contest.** Deadlines for payment and registration deadlines are listed on the specific Regional Contest page of the Connecticut History Day website, as well as in the Registration System.

- Registration Fees (if Student is paying fees)
  - Student Registration Fees
    - At the bottom of the “Permissions and Waivers” page, students will acknowledge the registration fees associated with the contest.
    - Next, the system will take students to their carts. The cart will contain the student registration fee, listed as “Registration Fee.”
    - On this page students may either select the preferred payment method from the drop down menu above the cart or use the buttons at the bottom of the page. You will choose “Pay Online” to pay with credit card, or “Generate Invoice” to pay with a check or cash.
    - Students will then either print their invoice to mail with their check or cash, or enter their credit card information to complete payment.
    - Once payment is complete students should click the blue “Go to Main Page” button to finalize registration. *Note: Students may click on “Merchandise and Fees” and then “Order History” to see a record of their orders and payments.*
- Registration Fees (if Teacher or School is paying fees)
  - If your teacher or school is paying your registration fees, notify your teacher that you are done with registration and they can access your information through your linked student-teacher account.
- Payment Options
  - Paying with Credit Card
    - Click on the blue “Pay Online” button
    - Complete the required fields
    - Click “Pay Now”
  - Paying by Check or cash
    - Click on the “Generate Invoice” button
    - Confirm the information is accurate and print this invoice
    - All checks must be made out to History Day/ CPAN
    - Mail the invoice, along with the cash or check made out to History Day/CPAN to:  
Connecticut History Day

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